

PERSONNEL COMMITTEE


12-0363R

RESOLUTION APPROVING PROPOSED SPECIFICATIONS FOR THE
CIVIL SERVICE CLASSIFICATION OF ASSESSOR OFFICE DATA
COORDINATOR, AND SPECIFYING CONTRACT BENEFITS FOR SAME.

CITY PROPOSAL:

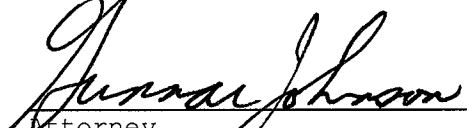
RESOLVED, that the proposed specifications for the new civil service classification of assessor office data coordinator, which were approved by the civil service board on June 5, 2012, and which are filed with the city clerk as Public Document No. _____, are approved; that said classification shall be subject to the city's collective bargaining agreement with its basic unit employees; and that pay range for said classification shall be Range 132. The proper city officials are authorized to execute and implement an agreement with the union to provide for employing one or more unit members consistent with this resolution.

Approved for presentation to council:




Department Director/
Chief Administrative Officer

Approved as to form:



Attorney

Approved:



Auditor

HR TS:ag 7/6/2012

STATEMENT OF PURPOSE: This classification has been created to ensure that all real and personal property updates are processed to update real and personal property records in the CAMA (Computer Assisted Mass Appraisal) system, and will provide support over many aspects of the mass appraisal work product. The job description contains many of the same duties and similar requirements of the

current assessor office coordinator classification but the language has been updated to reflect the updated processes currently being performed in the assessor's office. The pay range negotiated for this classification is Range 132, \$3,733 to \$4,412 per month.

ASSESSOR OFFICE DATA COORDINATOR

SUMMARY/PURPOSE:

The Assessor Office Data Coordinator is responsible for performing advanced level technical and administrative work editing field and office data of all real and personal property under general supervision of the City Assessor.

DISTINGUISHING FEATURES OF THE CLASS:

An employee in this class is responsible for ensuring that all real and personal property updates are processed to update real and personal property records in the system. The employee will provide support over many aspects of the mass appraisal work product, and must have the ability to work and exercise initiative and good judgment.

ESSENTIAL DUTIES AND RESPONSIBILITIES (Other duties may be assigned):

1. Review and ensure the accuracy and completeness of information entered into the real and personal property tax database, including creating, validating, auditing, updating and maintaining a variety of records pertaining to real property assessments.
2. Process corrections of and file real property record cards, maintenance forms and CAMA (Computer Assisted Mass Appraisal) computer printouts.
3. Maintain sales records in CAMA software, conduct sales ratio, and prepare various associated reports, and assist with creating property valuation models.
4. Maintain existing CAMA system to include updated valuation factors into the system for creation of value, and mass update of program changes, special project review and implementation, or the creation of various quality control checks.
5. Coordinate assessment practices with St. Louis County for purposes of sharing information and improving efficiency and effectiveness, including updating rate tables, the CAMA User's Manual, and maintenance of software programs.
6. Maintain awareness of legislative changes related to Assessors Office records and implement and process changes required by statute.
7. Monitor and maintain existing software programs and applications, including CAMA system database, and assist with updates and assures that Assessor data conforms to internal and industry standards.
8. Provide service to the public on complex matters, including general information questions concerning property taxation, and laws and procedures that govern Assessor Office operations and actions.
9. Assist in evaluation of and makes recommendations for office processes and procedures.
10. Lead, plan and review the work of staff responsible for performing clerical and support duties related to assessment data and information; and coordinate the activities and work assignments for the direct support and training of appraisal staff.
11. Assist in the preparation of appraisals for use in tax court, abatements and tax court stipulations as needed to ensure specifications are correct, and process changes for Special Board of Review.
12. Assist with the preparation of annual Assessment Roll, Final Reports, Assessment Change Notices, and other DOR reports.
13. Provide assistance to Assessor on other projects, and perform related duties as assigned.

JOB REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required

1. Education and Experience Requirements:

- A. High school diploma or GED equivalent; and three (3) years of experience in mortgage processing and or origination, real estate, appraisal, real estate title/abstract research or related work with property to include experience in data entry and database management; or
- B. A Bachelor's Degree from an accredited college or university with major coursework in Real Estate, Business Administration, or related field; or
- C. A combination of education, experience, and training considered by Human Resources to be equivalent.

2. Knowledge Requirements:

- A. Knowledge of computer applications and usage to include CAMA (Computer Assisted Mass Appraisal) database and assessment databases as needed to gather and store information.
- B. Knowledge of modern office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- C. Knowledge of the principles and practices of office management.
- D. Knowledge of English to include spelling, grammar, sentence construction and punctuation.
- E. Basic knowledge of business letter writing and report preparation.
- F. Basic knowledge of the principles and practices used in establishing, utilizing, and maintaining files and information retrieval systems.
- G. Knowledge of principles and practices of data entry and proofreading.
- H. Knowledge of laws, rules and regulations governing the preparation and maintenance of assessment records.
- I. Knowledge of procedures used in property assessment, classification and property value determinations.
- J. Knowledge of basic and financial record keeping.
- K. Knowledge of math including geometry, algebra, and basic statistics.
- L. Knowledge of English to include spelling, grammar, sentence construction and punctuation.

4. Skill Requirements:

- A. Computer skills, including word processing, database, spreadsheet, presentation and email applications, as assigned
- B. Skill in comparing and proofreading names, numbers, and other data accurately and rapidly.
- C. Skill in making accurate computations.
- D. Skill in customer relations.

- E. Skill in composing business correspondence.
- F. Skill in operating a variety of office equipment.
- G. Skill in maintaining and updating manual and electronic files and records.

5. Abilities Requirements:

- A. Ability to research and analyze data.
- B. Ability to classify, locate, and interpret a wide variety of statistical and related information.
- C. Ability to read and interpret complex material including laws, deeds, and legal descriptions, and to effectively communicate that information to others.
- D. Ability to review administrative records to include property record cards, appraisal and/or assessment database as needed to formulate an assessment for ad valorem tax purposes.
- E. Ability to prepare clear and concise documents and reports.
- F. Ability to communicate clearly and concisely, both orally and in writing.
- G. Ability to follow oral and written instructions and to work independently with little supervision.
- H. Ability to operate office equipment including calculators, mainframe, personal computers, and associated software applications.
- I. Ability to proofread, correct information for accuracy and completeness and correct errors.
- J. Ability to establish and maintain effective working relationships with all levels of City staff, outside agencies and the general public.
- K. Ability to read and interpret sketches, parcel maps and legal descriptions.
- L. Ability to apply perform mathematical computations to include, calculating square footage of property, building and tracts of land as needed to determine size of building, lots and acreage tracts for assessment purposes.
- M. Ability to interpret questions and provide satisfactory explanations.

6. Physical Abilities Requirements:

- A. Ability to sit or stand for extended periods of time.
- B. Fine dexterity of hands and fingers to operate a computer keyboard, calculator and other office equipment;
- C. Ability to occasionally bend, stoop and reach overhead, above the shoulders and horizontally, to retrieve and store files and supplies, etc.
- D. Ability to lift light objects weighing up to 20 pounds maximum with frequent lifting and or carrying of objects weighing up to 10 pounds.
- E. Ability to hear and speak sufficiently to exchange information in person and by telephone.
- F. Ability to see to read, prepare, and proofread documents for accuracy;
- G. Ability to attend work on a regular basis.